Retention and Classification Report

Agency: Garland (Utah) (415)

PO Box 129
72 North Main
Garland, UT 84312
435 257-3118

Records Officer: _____

10188	Council minutes
29022	Ordinances

AGENCY: Garland (Utah)

SERIES: 10188 3
TITLE: Council minutes
DATES: 1908-
ARRANGEMENT: Chronological.
DESCRIPTION:

These are the official minutes of regular, special, and emergency meetings of municipal committees, boards, and task forces.

RETENTION:

Permanent. Retain for 10 year(s)

DISPOSITION:

Transfer to Archives.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is authorized by Archives general schedule Open meeting minutes & supplementary materials, GRS-1709.

AUTHORIZED: 10-28-2020

FORMAT MANAGEMENT:

Paper: Retain in Office for 10 years and then microfilm and transfer to State Archives with authority to weed.

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

APPRAISAL:

These records have administrative, historical, and/or legal value(s). Minutes document the decisions of a government entity and are of key administrative and historical importance.

AGENCY: Garland (Utah)

SERIES: 10188
TITLE: Council minutes

(continued)

PRIMARY DESIGNATION:

Public

AGENCY: Garland (Utah)

SERIES: 29022 1
TITLE: Ordinances
DATES: 1915
ARRANGEMENT:
DESCRIPTION:

Ordinances document formal rulings of local legislative bodies, and include original ordinances and resolutions, codified ordinances, and indexes.

RETENTION AND DISPOSITION AUTHORIZATION:

Retention and disposition for this series is proposed and has not yet been approved.

FORMAT MANAGEMENT:

Computer data files: Retain in State Archives permanently with authority to weed.

APPRAISAL:

These records have historical value(s).

This series has permanent historical value as documentation of decisions and actions of the city council.

PRIMARY DESIGNATION:

Public

REVIEW AND UPDATE STATUS:

This report was reviewed and updated on 02/2017.